

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Frances Gaudencio, Sue Hatton, Ian Weir, Peter Gibbons, Georgia Cheshire and David Hammond) with copies to all other Councillors for information

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 21 May 2019 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
15 May 2019

AGENDA

1. APOLOGIES

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Election of Chair and Vice Chair

4. MINUTES

4.1 To accept Minutes of the Meeting held 16th April 2019 (previously Circulated).

5. PUBLIC PARTICIPATION

6. CLERK'S REPORTS

7.1 Meeting Calendar 2019/20

Appendix 1 sets out the current meeting calendar that was considered and agreed in principal at Full Council on 9th April 2019. A copy of the minutes and resolution is set out below.

PC18/122.2 Meeting Schedule 2019/20

The report set out the proposed meeting schedule for the new Municipal year and members were requested to review the paper and determine whether these proposed dates were acceptable. It had been assumed that the NPWG would run for the remainder of the new Municipal Year however this may be subject to amendment dependent on the progress of the Neighbourhood Plan. Members were advised that the schedule was compiled using the current model of meeting frequencies.

Members discussed the proposals and indicated that in light of the number of new members joining the Council it may be appropriate to build in more flexibility to the frequency of some of the meetings once it becomes clearer as to who will sit on each Committee. There was a consensus amongst Members that it may be an opportune time to consider resetting some of the Committees frequency to every 5 – 6 weeks as opposed to the current fixed monthly sessions.

Members **RESOLVED** to agree the proposed meeting schedule as detailed but to review the frequency of meetings at a future Policy Resources & Communications Committee once the

Committee memberships become clearer. At this point if Members agree alternative frequency/dates will be proposed.

Members are requested to consider the option of revising the frequency of the respective Committees, the only Committee where this option is not available is the Planning Committee that meets every 3 week cycle.

- 7.2 **Internal Audit – Year end 2019** – The Council has recently been subject to our year-end audit by our independent internal auditors. Members are requested to note the outcome of the review. The Council has received a positive outcome with no recommendations made and I set out below an extract from the auditor’s report.

‘It is our opinion that the systems and internal procedures at Hassocks Parish Council are very well established, regulated and followed. The Clerk ensures the Council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the Council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice.’

A copy of the detailed report can be viewed by Members at the Parish Offices

- 7.3 **induction pack** (verbal update)

- 7.4 **Communications** (verbal update)

- 7.5 **Business Plan** – Members are requested to consider the high-level Business Plan (Appendix 2) in preparation to considering the detailed background paper previously circulated at a future Policy Resources and Communication Committee meeting.

8. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

9. **DATE OF NEXT MEETING**

18 June 2019

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential agenda If any members of the public or press are present they will be requested to withdraw from the meeting.

CONFIDENTIAL MATTERS

10. **Staffing Matters** (verbal update)

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

Please Note

All members of the public are welcome to attend to attend meetings of the Parish Council and its Committees.

Item 5 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda.